

**STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
Division of Student Services  
Office of Bilingual Education and Equity Issues  
PO Box 500  
Trenton, NJ 08625-0500**

**Application for Emergency Immigrant Education Program  
1999-2000**

**I. DISTRICT INFORMATION**

<hr/>	<hr/>	<hr/>	<hr/>
<b>County Name</b>	<b>Code</b>	<b>District Name</b>	<b>District Code</b>
<hr/>	<hr/>	<hr/>	<hr/>
<b>District Contact Person</b>	<b>Area Code Phone Number</b>	<b>Fax Number</b>	

**II. STATEMENT OF ASSURANCES: THE APPLICANT HEREBY CERTIFIES THAT:**

- A. The funds will be used for the purposes of the law;  
(1) to provide high-quality instruction to immigrant children and youth, and  
(2) to help them with their transition into American society and meeting the same challenging state performance standards expected of all students (IASA, 1994, Sec. 7301).
- B. The applicant will coordinate the use of funds with Title I or programs assisted under Title VII: Part A (IASA, 1994, Sec. 7305 (a)(3)).
- C. The control of funds for materials, equipment, and property repaired, remodeled, or constructed shall be in a public agency for the use and purposes of the EIEP, and a public agency shall administer the EIEP funds and property (ASA, 1994, Sec. 7305 (a)(7)).
- D. Services shall be provided by employees of the applicant or through contract with a person, association, agency, or corporation who or which is independent of such nonpublic elementary or secondary school and of any religious organization and shall be under the control and supervision of the applicant, and the funds provided shall not be commingled with State or local funds (IASA, 1994, Sec. 7305 (a)(7)).
- E. Parents will receive, in an understandable manner and form, information about EIEP projects, and notices of opportunities for regular meetings for the purpose of formulating and responding to their recommendations. Parents shall be informed that they have the option to decline enrollment of their child in the program (IASA, 1994, Sec. 7502(b)).
- F. The applicant will comply with all Federal and State statutes and regulations relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, AND 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps, and; the Age Discrimination Act of 1975; as amended (42 U.S.C. 6101 et. seq., 45 CFR Part 90), which prohibits discrimination on the basis of age.
- G. The applicant shall provide, for the benefit of the immigrant students, enrolled in the nonpublic elementary or secondary schools within the district served by the LEA, secular, neutral, and nonideological services, materials, and equipment necessary for their education. (IASA, 1994, Sec. 7305 (a)(7)).
- H. The applicant will comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented for all classes of grantees at 34 CFR Part 86, Subparts A-E.
1. The applicant certifies that the combined elementary and secondary enrollment of public and nonprofit nonpublic schools within the LEA meets one of the following criteria:  
(1) consists of at least 500 eligible immigrant pupils, or  
(2) constitutes at least 3% of the total combined public and nonpublic pupil enrollment within the jurisdiction of the LEA.
- J. The applicant certifies that eligible immigrant children were identified and counted according to the following criteria: individuals aged 3-21 who were not born in the United States and have not been attending school in any part of the United States for more than three full academic years.
- K. **Project Period: September 1, 1999 to August 31, 2000.**

\_\_\_\_\_  
**Signature of Chief School Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of School Business Administrator**

\_\_\_\_\_  
**Date**

## Application for Emergency Immigrant Education Program 1999-2000

LEA: \_\_\_\_\_

DISTRICT CODE: EIEP \_\_\_\_\_ 00

### III. NONPROFIT PRIVATE SCHOOLS

- A. Did the district contact nonprofit private schools to determine if there are eligible immigrant students that must be served?

YES \_\_\_\_\_

NO \_\_\_\_\_

- B. Were immigrant students enrolled in nonprofit private schools within the district included in the number of students reported in February?

YES \_\_\_\_\_

NO \_\_\_\_\_

(If no, please explain on a separate sheet).

- C. Will services be provided to eligible students enrolled in nonprofit private schools?

YES \_\_\_\_\_

NO \_\_\_\_\_

(If no, please explain on a separate sheet.)

If YES, indicate number of students to be served: \_\_\_\_\_

### IV. PROGRAM DESCRIPTION

On a separate sheet of paper, describe how program funds will be used and how the specific goals and objectives of the EIEP will be met (IASA, 1994, Sec. 7305(a)(2)). (See instructions on pages 6 and 7.)

### V. PROVISION SECTION 427 OF GENERAL EDUCATION PROVISIONS ACT (GEPA)

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs. (See instructions on pages 7 and 8.)

### VI. Budget

(See Budget Statement Form and Budget Detail Form on the following two pages. Budget instructions are on pages 8 and 9.)

New Jersey State Department of Education  
**EMERGENCY IMMIGRANT EDUCATION PROGRAM APPLICATION**  
 Fiscal Year 2000

**VI. Budget Statement**

LEA: \_\_\_\_\_ COUNTY: \_\_\_\_\_ PROJECT CODE EIEP: \_\_\_\_\_ -00

EXPENDITURE	FUNC.& OBJECT CODE	FAMILY LITERACY	TRAINED PERSONNEL	ACADEMIC CAREER COUNSEL.	BASIC INSTR. SERV.	ED. SOFTWARE TECH.	TOTAL
<b>INSTRUCTION</b>							
Salaries of Teachers	100-101						
Other Salaries for Instruction	100-106						
Purchased Prof. & Tech. Services	100-300						
Other Pur. Serv. (400-500 series)	100-500						
Tuition	100-560						
General Supplies	100-610						
Textbooks	100-640						
Other Objects	100-800						
<b>SUBTOTAL INSTRUCTION</b>							
<b>SUPPORT SERVICES</b>							
Sal. of Supervisors of Instruction	200-102						
Sal. of Program Directors	200-103						
Sal. of Other Professional Staff	200-104						
Sal. of Secretarial & Clerical Assist.	200-105						
Other Salaries	200-110						
Personal Serv. -Employee Benefits	200-200						
Purchased Prof. - Ed. Services	200-320						
Other Purchased Prof. Services	200-330						
Purchased Technical Services	200-340						
Rentals	200-440						
Contracted Services - Transport.	200-516						
Travel	200-580						
Other Pur. Serv. (400-500 series)	200-590						
Supplies and Materials	200-600						
Indirect Costs	200-860						
Other Objects	200-890						
<b>SUBTOTAL - SUPPORT SERVICES</b>							
<b>FAC ACQ &amp; CONSTR SERV</b>							
Buildings (Use charge)	400-720						
Instructional Equipment	400-731						
Noninstructional Equipment	400-732						
<b>SUBTOTAL - FAC ACQ &amp; CONSTR</b>							
<b>SCHOOLWIDE PROGRAMS</b>	520-930						
<b>TOTALS BY FUNDING SOURCE</b>							

LEA Business Administrator's Signature: \_\_\_\_\_

Date \_\_\_\_\_

## Emergency Immigrant Education Program

## VI. BUDGET DETAIL

### Fiscal Year 2000

LEA Name: \_\_\_\_\_

Project Number: EIEP \_\_\_\_\_-00

[illegible]

<b>INSTRUCTIONS FOR COMPLETING BUDGET DETAIL PAGE</b>
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Use as many budget detail pages as needed.

Enter LEA name and project number (list the four digit district code after “EIEP”).

Complete each column as described below for those costs to be fully or partially paid from Emergency Immigrant funds:

**APPLICATION AREA:** List the area in which you are applying. (i.e. Family Literacy)

**EXPENDITURE CATEGORY:** List the expenditure categories in the same order as they appear on the Grant Project Budget Statement.

**FUNCTION OBJECT CODES:** List the appropriate GAAP codes.

**DESCRIPTION/ITEMIZATION:** List/describe the item(s) to be funded in each category. Include approved program title. For the salary categories, list each position separately by title. Indicate summer/stipend employees.

**ITEMIZED BUDGET:**

1. Salaries (100-101 & 106; 200-102,103,104,105 & 110): Indicate the amount of program funds used to support all positions.
2. Purchased Services (100-300 & 500; 200-320, 330, 340 & 590): Specify the costs for services including the rate of payment (i.e., hourly, daily, per item, per pupil); the amount of service to be provided (i.e. number of pupils, evaluation, hours) and the total cost budgeted from program funds.
3. Instructional Supplies (100-610): List the total being requested, but include a description of how the funds will be used.
4. Textbooks (100-640): Provide total costs.
5. Noninstructional Supplies and Materials (200-600): Show administrative and program costs.
6. Equipment (400-731 & 732): Describe and specify the cost for each piece of equipment (unit cost of \$500 or more), separating instructional and noninstructional equipment. **Budget whole dollars only.**
7. List costs for all other areas in a similar manner to those described above.

**EMPLOYEE BENEFITS (200-200):** Indicate the fringe benefits to be paid for each position by function & object code. Separate fringe benefits into two categories (1)Teacher's Pension and Annuity Fund (TPAF) and social security costs (FICA), (2) other fringe benefits such as health benefits and group insurance.

**NOTE:** A minimum of 12% of the budgeted salary for each TPAF member must be budgeted for TPAF and FICA contributions.

New Jersey Department of Education  
Division of Student Services  
Office of Bilingual Education and Equity Issues

INSTRUCTIONS FOR COMPLETING  
THE APPLICATION FOR EMERGENCY IMMIGRANT EDUCATION PROGRAM  
1999-2000

**I. DISTRICT INFORMATION**

Complete county and district names and codes. List the contact person's name, phone and fax number. The individual listed as the contact person should be that person to whom the Department of Education can direct correspondence and questions of a programmatic nature.

**II. STATEMENT OF ASSURANCES**

Review each statement listed carefully. Enter the names of the school business administrator and the chief school administrator, their signatures, and the dates signed.

**III. NONPROFIT PRIVATE SCHOOLS**

Check appropriate response. If NO is indicated in either question A or B, provide an explanation on a separate sheet of paper. If services are to be provided to students enrolled in nonprofit private schools within the district, indicate in the space provided the number of students to be served.

**IV. PROGRAM DESCRIPTION**

Describe how funds will be used to meet the goals and objectives of the EIEP, and how the funds will be used to coordinate with other programs assisted under the IASA, the Goals 2000: Educate America Act, and other acts as appropriate.

The narrative portion must indicate how the project will address the goals of the EIEP funding. Submit the narrative on a separate sheet of paper. The goals and objectives of the EIEP are as follows:

- A. to provide high-quality instruction to immigrant children and youth;
- B. to help the immigrant children with their transition into American society;
- C. to meet the same challenging state performance standards expected of all children and youth (this includes ensuring that eligible immigrant limited English proficient (LEP) students are assessed properly; that instructional programs are aligned to the new Core Curriculum Content Standards; and that teachers who serve these students receive appropriate training to meet their needs in addressing the Core Curriculum Content Standards); and

D. to use the funds to pay for enhanced instructional opportunities for immigrant children and youth, which may include –

- (1) family literacy, parent outreach, and training activities designed to help parents become active participants in the education of their children;
- (2) salaries of personnel, including teacher aides who have been specifically trained, or are being trained to provide services to immigrant children;
- (3) tutorials, mentoring, and academic or career counseling for immigrant children and youth;
- (4) identification and acquisition of curricular materials, educational software, and technologies to be used in the program;
- (5) basic instructional services that are directly attributable to the presence in the school district of immigrant children, including the costs of providing additional classroom supplies, overhead, construction, acquisition or rental of space, transportation, or such other costs as are directly attributable to such additional basic instructional services; and
- (6) such other activities related to the purposes of the law.

## **V. PROVISION SECTION 427 OF GENERAL EDUCATION PROVISIONS ACT (GEPA)**

Describe in a separate narrative the steps the district proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disabilities, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc., from such access or participation in, the federally funded project or activity.

The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. The information may be provided in a single narrative.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved applications, an applicant may use the federal funds awarded to it to eliminate barriers it identifies.

## ***What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?***

The following examples may help illustrate how an applicant may comply with Section 427:

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it would make the materials available on audiotape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

## **VI. PROGRAM BUDGET**

Effective July 1, 1993, NJDOE regulations require that all LEAs prepare budgets and submit expenditure reports according to the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools, referred to as GAAP. The budget page reflects the coding of accounts consistent with those in GAAP. Each LEA business office has a copy of the complete handbook. Budgets must be completed in conjunction with the LEAs business office to ensure consistent categorizing of expenditures.

In general, LEAs may not commingle EIEP funds with other federal, state or local funds. The basic requirement is to maintain the fiscal identity of these funds by maintaining an "audit trail" of the expenditures. Separate bank accounts are not required.

### **200-200 Personnel Services – Employee Benefits**

#### **FEDERAL GRANT PROGRAMS**

All LEAs budgeting federal grant funds for salaries of full-and part-time staff, who participate in the Teachers Pension and Annuity Fund (TPAF) must also include TPAF and FICA contributions in the federal grant budget. A minimum of 12 percent (12%) of each salary or portion of a salary budgeted in the FY 2000 Application must be budgeted for TPAF/FICA benefits for employees who contribute to TPAF. For those employees working for more than their base salaries, 7.65% must be allocated for FICA. Other benefits may also be budgeted; however, all TPAF, FICA and other fringe benefits must be budgeted in proportion to the allocated federal salary.

**In accordance with N.J.S.A. 18A:66-90, a memo from NJDOE will be issued** during the FY 2000 program period to confirm the actual rates for TPAF/FICA. At that time, LEAs have the opportunity to amend/revise their entitlement grants to reflect the actual TPAF/FICA amounts.



For your convenience, GAAP entitlement codes and examples are on the Department of Education's website: <http://www.state.nj.us/education> (*select* Grants, *select* Entitlement). Please report the amount of funding to be expended for services according to the following:

- ❖ Family Literacy: Includes parent outreach and training activities designed to help parents become active participants in the education of their children;
- ❖ Trained Personnel: Includes salaries of personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
- ❖ Academic Career Counseling: Includes tutorials, mentoring, and academic or career counseling for immigrant children and youth;
- ❖ Basic Instructional Services: Includes the costs of providing additional classroom supplies, overhead, construction, acquisition or rental of space, transportation, or such other costs as are directly attributable to the presence in the school district of immigrant children; and
- ❖ Educational Software Technology: Includes identification and acquisition of curricular materials, educational software, and technologies to be used in the program.

## **VII. ACCEPTANCE BY THE BOARD OF EDUCATION**

Include a copy of the board resolution approving the submission of this application. If the approval date is after the submission, forward a copy of the board resolution under separate cover.

### **SUBMIT ORIGINAL TO:**

New Jersey Department of Education  
Division of Student Services  
Office of Bilingual Education and Equity Issues  
PO Box 500  
Trenton, NJ 08625

### **SUBMIT ONE COPY TO:**

New Jersey Department of Education  
Office of Grants Management and Development  
PO Box 500  
Trenton, NJ 08625